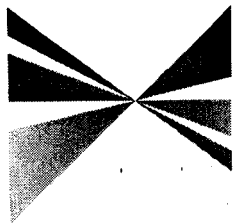


SOUTHERN CALIFORNIA



ASSOCIATION OF
GOVERNMENTS

Main Office

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Los Angeles, California

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Orange County Transportation Authority: Lou
Correa, County of Orange

Riverside County Transportation Commission:
Robin Lowe, Hemet

Ventura County Transportation Commission:
Keith Millhouse, Moorpark

MEETING OF THE

ADMINISTRATION COMMITTEE

Thursday, March 2, 2006

9:00 a.m. – 10:00 a.m.

SCAG Offices.

818 West 7th Street, 12th Floor

San Bernardino Conference Room

Los Angeles, CA 90017

213.236.1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Lisa Taylor at 213.236.1891 or taylorl@scag.ca.gov

Agendas and Minutes for the Administration Committee are also available at:

www.scag.ca.gov/committees/ac.htm

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ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."

1.0 **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Sid Tyler,
Chair

2.0 **PUBLIC COMMENT PERIOD**

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 **REVIEW and PRIORITIZE AGENDA ITEMS**

4.0 **CONSENT CALENDAR**

4.1 **Approval Item**

- | | |
|---|----|
| 4.1.1 <u>Approve Minutes of February 2, 2006</u>
Attachment | 78 |
| 4.1.2 <u>Recognition of High Risk Removal</u>
RC Attachment | 11 |
| 4.1.3 <u>Expense Reimbursement</u>
RC Attachment | 12 |
| 4.1.4 <u>Funding for Shanghai Maglev Trip</u>
RC Attachment | 14 |
| 4.1.5 <u>Date, Location, & Budget for the 2006 General Assembly</u>
RC Attachment | 16 |
| 4.1.6 <u>Contracts Over \$250,000</u>
RC Attachment | 17 |



SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	TIME
4.0	<u>CONSENT CALENDAR (continued)</u>		
4.2	<u>Receive and File</u>		
4.2.1	<u>Purchase Orders/ Contracts \$5,000 to \$250,000</u> RC Attachment	27	
5.0	<u>ACTION ITEMS</u>		
5.1	<u>Resolution #06-472-4 Authorizing Adoption of the FY 06-07 Comprehensive Budget</u> RC Attachment	Bert Becker, Interim CFO	22 05 minutes
	Recommended Action: Recommend that the Regional Council adopt Resolution #06-472-4.		
5.2	<u>KPMG Audit</u> Mailed Separately	Chris Ray, KPMG	10 minutes
	the Regional Council receive and file the financial report.		
5.3	<u>Approve Classification Study Results</u> RC Attachment	Debbie Dillon, HR	25 05 minutes
	Recommended Action: Approve		
5.4	<u>Establish a Role for Tribal Governments in SCAG</u> RC Attachment	Don Rhodes, SCAG Staff	76 05 minutes
	Recommended Action: Approve amended bylaws establishing a role for Tribal Governments in SCAG.		



ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	TIME
6.0	<u>INFORMATION ITEMS</u>		
6.1	<u>Internal Controls and Audit Guidance</u> RC Handout	Richard Howard, Internal Auditor	10 minutes
6.2	<u>CFO Report</u> Mailed Separately	Bert Becker, Interim CFO	5 minutes
6.3	<u>Audit Committee Report</u>	Hon. Sid Tyler, Chair	10 minutes
	6.3.1 <u>Amending Continued Cooperative Agreements</u>	Bert Becker, Interim CFO	
	6.3.2 <u>Internal Controls and Audit Guidance</u> RC Handout	Richard Howard, Internal Auditor	
	6.3.3 <u>Status of Appeal Process</u>	Bert Becker, Interim CFO	
7.0	<u>FUTURE AGENDA ITEMS</u>		
	Any Committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three (3) minutes.		
8.0	<u>ANNOUNCEMENTS</u>		
9.0	<u>ADJOURNMENT</u>		
	The next meeting of the Administration Committee will be held at the SCAG offices on Thursday, April 6, 2006.		



Administration Committee

February 2, 2006

Summary Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Sid Tyler, Chair, Pasadena. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Bowlen, Paul	City of Cerritos
Burke, Yvonne	County of Los Angeles
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Mikels, Judy	County of Ventura
Ovitt, Gary	County of San Bernardino
Robertson, Deborah	City of Rialto
Tyler, Sid (Chair)	City of Pasadena
Washburn, Dennis (Vice Chair)	City of Calabasas

Members Not Present

Lowenthal, Bonnie	City of Long Beach
Nelson, Larry	City of Artesia
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Smith, Greig	City of Los Angeles
Young, Toni	City of Port Hueneme

¹ * indicates new member

Administration Committee
February 2, 2006

Summary Minutes

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Sid Tyler, Chair, Pasadena, called the meeting to order at 9:15 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Item 5.5 pulled; report unavailable.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of January 5, 2006

4.1.2 Resolution 06-471-5 Authorizing SCAG to Accept \$660, 000 Caltrans
State Planning & Research Grant Funds

4.2 Receive and File

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000

*Motion by Loveridge to approve the Consent Calendar, Seconded by Dixon, then
unanimously approved by the Committee.*

5.0 ACTION ITEMS

**5.1 Resolution #06-471-1 Authorizing SCAG to Accept \$1,258,450 in Regional
Blueprint Planning Grant Funds**

Bert Becker, Interim CFO, advised the Committee that the Regional Council had authorized SCAG to apply for a \$3 million dollar blueprint planning grant, of which, \$1, 258,450 was awarded. SCAG is seeking approval to accept the funds. These funds would be used to help subregions implement the Compass 2% Strategy and development of housing and transportation infrastructure.

*Motion by Loveridge to adopt Resolution #06-471-1, Seconded by Aldinger, then
approved by a majority of the Committee.*

Administration Committee

February 2, 2006

Summary Minutes

5.2 Annual Sponsorship Program

Cheryl Collier, SCAG Staff, briefed the Committee on the proposed sponsorship program. The program was created to expedite and streamline fund raising activities for staff and its sponsors.

Motion by Aldinger to approve sponsorship program, Seconded by Edney, then unanimously approved by the Committee.

5.3 Ratify Execution of Agreement 07-4754 to Contribute to Caltrans 2005 Federal Appropriation Action Section 117 Funds & Associated Matching Funds

Bert Becker, CFO, announced that SCAG has received an appropriation from the federal government to cover the amount of the disallowed costs related to HDR; the Regional Council previously approved a \$62,000 match associated with this cost. Caltrans requested SCAG enter into a contract reflecting this contribution and payment of matching funds to resolve the matter and remove SCAG from the "high risk" designation.

The Committee congratulated the staff on their success in removing SCAG from the "high risk" designation.

Motion by Loveridge to ratify the execution of agreement #07-4754, Seconded by Mikels, then unanimously approved by the Committee.

5.4 State Lobbyist Contract

Don Rhodes, SCAG Staff, informed the Committee that SCAG's state lobbyist, Paul Bauer, has left Bauer Government Relations to join Hatch and Parent and will continue provide service under his current contract. The Committee was asked to accept and continue with the terms of the current contract until April 2007.

Motion by Mikels to accept and continue current contract, Seconded by Edney, then unanimously approved by the Committee.

5.5 KPMG Audit

Item pulled.



Administration Committee

February 2, 2006

Summary Minutes

6.0 INFORMATION ITEMS

6.1 CFO Report

Bert Becker reported:

- Removal of "high risk" designation
- Budget Amendment 1 was approved by Caltrans and FHWA
- Budget Workshop at SCAG on February 2, 2006
- SCAG will host a DBE Certification Program and will provide a continental breakfast. The cost is approximately \$100 (General Fund)

6.2 Audit Committee Report

6.2.1 Review of Subregional Audit

Sid Tyler, Chair, announced:

- Orange County Council of Governments Subregional Audit was released
- San Gabriel Valley Council of Governments Subregional Audit is in progress
- The Audit Committee will meet February 9th

Bert Becker also reviewed the types of audits and the proposed schedule of Subregional Audits.


7.0 FUTURE AGENDA ITEMS

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Hon. Sid Tyler, Chair, adjourned meeting at 9:50am. Next meeting will be held at the SCAG offices on Thursday, March 2, 2006.

Summary Minutes Approved by:


Bert Becker, Interim Director
Staff to the Administration Committee